

Registering for an eFS Account as a Volunteer Attorney

VLN's Step by Step Guide is a supplement to the court's webpage and training for eFS . You can find that information here: <https://www.mncourts.gov/File-a-Case/File-in-A-District-Trial-Court.aspx>

Please note, there are two different interfaces to access EFS. One is through Internet Explorer and the other is for "all other web browsers." This handout walks the reader through filing in "all other browsers." If you would like a handout for accessing eFS through Internet Explorer, please contact VLN.

Registering an eFS Account

1. Go to the Minnesota Judicial Branch Website.

<https://www.mncourts.gov/>

2. Choose "File A Case".



3. Choose "File a Case in District Court".

FILE A CASE

File a Case in District Court

eFiling in District Court

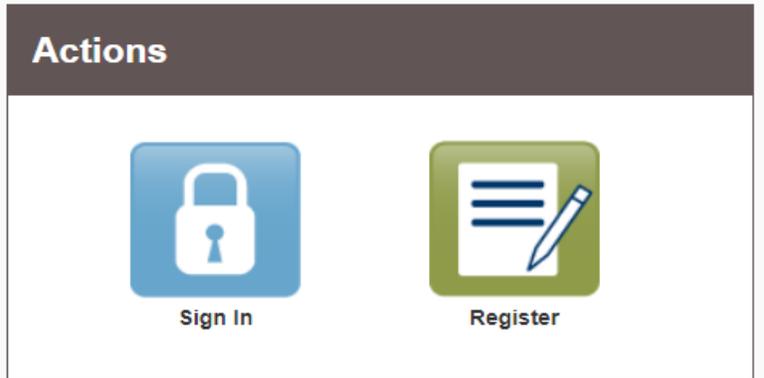
Most cases begin in Minnesota's district courts. District courts are located in each of the state's 87 counties and are divided among 10 judicial districts for administration purposes.

Follow the link below to:

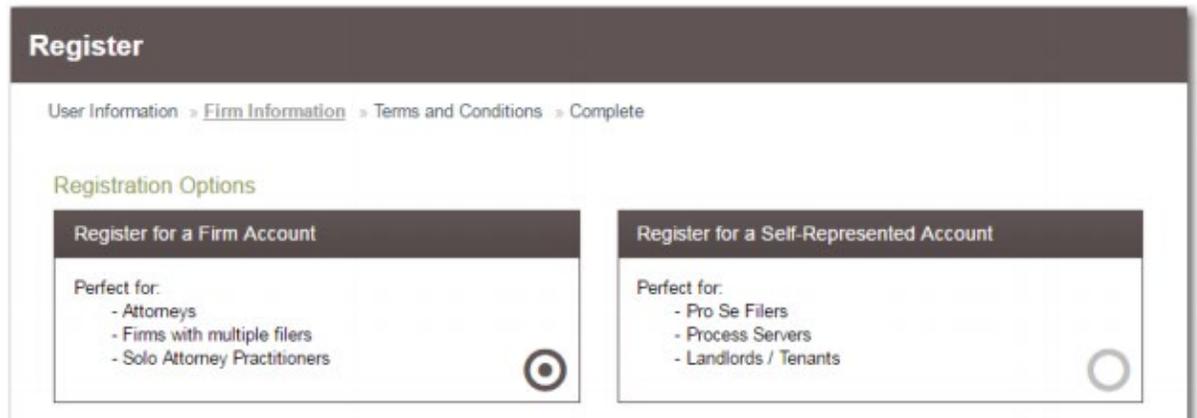
- Learn about filing a case in district court
- Electronically file and serve court documents (for applicable filers)
- Contact the eFile Support Center

[File a Case in District \(Trial\) Court](#)

4. Choose to “Register”



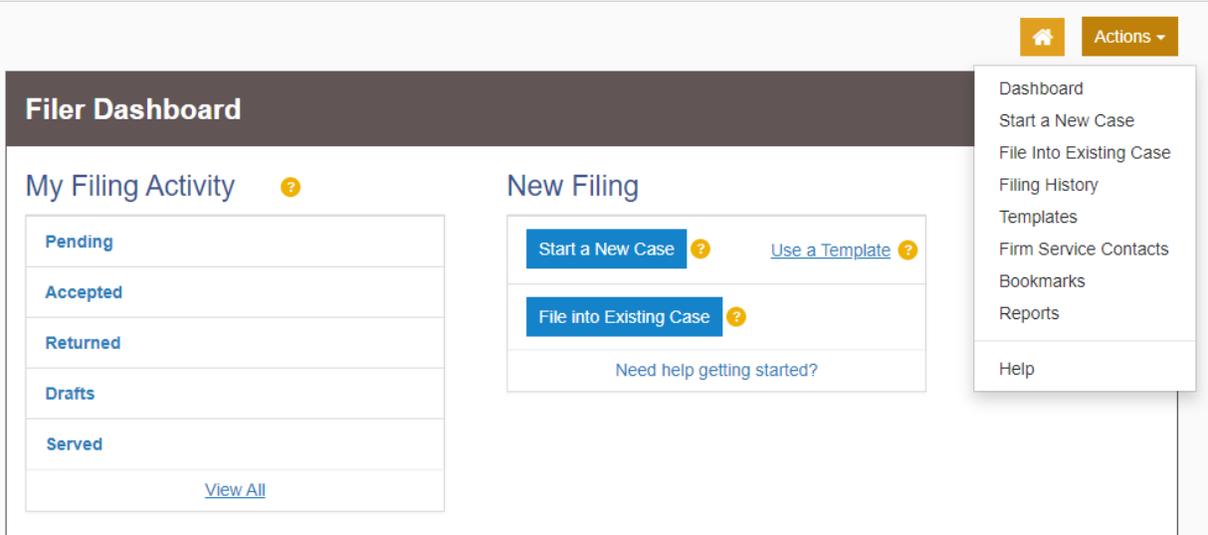
5. Complete your registration with your contact information and password to create your account.
6. Next, choose “Register for a Firm Account”. As a Volunteer Attorney, you are considered “Solo Attorney Practitioners”.



7. Complete the required fields. Read and select the “I Agree – Create My Account” to accept to the terms listed.
8. Once this is completed, you will receive a verification email at the email address you provided for registration. To complete this registration of your *firm*, you must verify your email address.
9. Your registration is complete!
10. Navigate to the Home page again to log on.
11. To complete your Account, you **must**
 - Add a Firm Service Contact; and
 - Add Firm Payment Account

Adding yourself as a Firm Service Contact

1. Even though you have created a Firm Account with your personal attorney information, you are not automatically added as a service contact. You **must** be a service contact on the account to receive court filings on your cases.
2. Click on the Orange Action button. Then, pick “Firm Service Contacts” from the drop-down menu.



The screenshot shows the 'Filer Dashboard' with two main sections: 'My Filing Activity' and 'New Filing'. The 'My Filing Activity' section has a list of categories: Pending, Accepted, Returned, Drafts, and Served, with a 'View All' link at the bottom. The 'New Filing' section has two buttons: 'Start a New Case' and 'File into Existing Case', both with question mark icons, and a 'Use a Template' link with a question mark icon. Below these is a link for 'Need help getting started?'. On the right side, there is an 'Actions' menu with a home icon and a dropdown arrow. The dropdown menu is open, showing options: Dashboard, Start a New Case, File Into Existing Case, Filing History, Templates, Firm Service Contacts (highlighted), Bookmarks, Reports, and Help.

3. Choose “Add Service Contact”

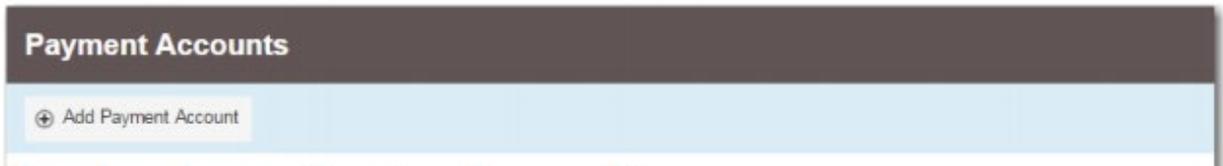


The screenshot shows the 'Firm Service Contacts' page. It has a search bar with the placeholder text 'Search by first or last name' and an 'Add Service Contact' button with a plus icon.

4. Then, add your contact information to the form and save changes. ****Remember you always have the option to list your address as VLN's if you so choose****

Adding a Firm Payment Account

1. If your account will only be used for your Volunteer Work, you will only be adding a Fee Waiver payment option. If you use your account for other reasons and need to include actual payment information, please contact eFS if you have questions on how to do add that payment information.
2. From the Home Page dashboard, again, click on the Orange “Action” button. Select “Payment Accounts”.
3. Choose “Add Payment Account”.



4. Complete the Payment Account Name Field with “Fee Waiver”.

A screenshot of a form for adding a payment account. The form has a light blue background. It contains two main input fields: "Payment Account Name" which is an empty text box, and "Payment Account Type" which is a dropdown menu with the text "Click to select Payment Account Type". At the bottom right of the form, there are two buttons: "Undo" and "Save Changes".

5. From the “Payment Account Type” drop down menu, choose “Waiver”.
 - a. When you Choose “Waiver” there is no additional account information required.
6. Click “Save Changes” to save your account information.

Your Account with eFS is now ready for Volunteer Attorney filings!

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